

Connecticut State Library

**Librarian 1**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

**Open To:** Public  
**Position No.:** 35076  
**Unit:** History and Genealogy  
**Location:** 231 Capitol Ave, Hartford CT  
**Schedule:** Full Time – Monday through Friday with Rotating Saturdays  
**Hours:** 8 hour days; 40 hour workweek  
**Salary:** \$59,585 (AR22)  
**Closing Date:** November 13, 2013 by 4pm (no exceptions)

The preferred candidate will have knowledge of Connecticut history; knowledge of and experience using published and electronic format genealogical research tools; experience working with diverse patrons groups; and experience working in a multidisciplinary library environment.

**Example of duties:** Assisting patrons in locating and obtaining information, in person, on the telephone, through correspondence, email or other electronic platforms; conducting research in response to patron inquiries; providing information on library activities, facilities, rules and services; explaining and assisting in use of library equipment; working effectively and collaboratively with other library staff; may plan and direct or carry out special projects; may create and contribute content to Library web page; may conduct workshops; may serve as liaison to library groups and organizations; may compile reports and statistics; may supervise and/or train paraprofessional, clerical staff or summer work staff; and performing related duties as required.

The official job specification of Librarian 1 may be viewed at:

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5968>

The salary plan is available at: <http://www.das.state.ct.us/HRDocs/CompPlans/AR%206%2018%202010.pdf>

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of professional principles and practices of library science including classification systems, reference sources and techniques, acquisition, cataloging and filing, bibliographic sources of information and library automation; knowledge of library administration principles and techniques; interpersonal skills; oral and written communication skills; ability to analyze and solve problems relating to library methods and procedures.

**EXPERIENCE AND TRAINING: General Experience:** A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above experience and training requirements should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment** (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services, Small Agency Resource Team – SmART Unit  
165 Capitol Avenue, 5<sup>th</sup> Floor East  
Hartford, Connecticut 06106

Confidential Fax: (860) 622-4921 (*preferred method of submission*)  
OR

Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov), MUST include Lib 1, 35076 (last name) in subject line.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.